



MUHAMMAD UMAIR TARIQ

Current Address: **Executive Hostel Greentown Lahore, Punjab**

Permanent Address: **VPO Noor Pur Sethi, Kalar Kahar, District Chakwal, Punjab**

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CAREER HISTORY

JOB TITLE – Human Resource Generalist

The Visamtion – A US Based Travelling Company | September 19, 2022 (Present)

Duties:

- Looking after overall Recruitment Procedure.
- Preparing JDs for newly open position with the help of concern line manager.
- Job positing on different platforms for open positions with the collaboration of departmental managers to understand skills and competencies required for openings.
- Shortlisting of suitable candidates after scrutinizing of their CV for initial interview.
- Take Interview of candidates for shortlisting and further interview with management.
- Background and character check of shortlisted candidates for further proceeding.
- Send Offer to selected candidates on email and further coordination with candidate for on-boarding
- Preparation of letters (Appointment / Confirmation / Appreciation / Warning / Termination etc.
- Orientation of newly hired employees and Introduction with Team.
- Implementing and managing new policies with the help of management.
- Employees Rotation Plan(For shift based employees)
- Handling Employee Relations / Employee Issues
- Looking after compensation, benefits.
- Payroll Management
- Leave and Attendance Management.
- Check Performance and productivity of employees via AI system, and suggest training for concern employee to management.
- Responsible to maintain the good environment within office.
- Handling employment-related inquiries from applicants and employees.
- Looking after employee disciplinary meetings, terminations, and investigations with the help of management.
- Maintaining compliance with govt. and local employment laws and regulations.

JOB TITLE – HR & Admin Executive

Ali Gohar & Company Private Limited – Pharma | March 5, 2022 – September 18, 2022)

Ali Gohar and Company (Pvt) Limited is a part of the Ali Gohar Group of Companies. With the benefit of 50 years' experience in the field of product distribution, it is one of the largest distributors of pharmaceutical products as well as selected consumer products.

Duties:**HR (Lahore Branch)**

- Employees Personal Data Management (Filing)
- Employees Relation
- Initial Interview for new hiring
- Interview Scheduling with head office
- Employees Attendance Record
- Employees Leaves Record
- Roaster Plan
- EOBI Matters
- PESSI Matters
- Employees Health Insurance Matters (Group Health Insurance)
- Employees Final Settlement Processing

Admin (Lahore Branch)

- Looking after Office Repair & Maintenance
- Generator Repair & Maintenance
- Maintain Office Environment / Cleanliness
- Vendors Coordination
- Procurement
- Fixed Assets Record
- Branch Security (Security Guards, Fire Alarm)

JOB TITLE – Admin & Accounts Executive

Octara Private Limited - A TCS Company | March 4, 2014 - February 24, 2022 (8 years)

Octara Private Limited is an independent enterprise specializing in Corporate Trainings & Workshops, Seminars, Conferences and Publications. Octara is a vital part of the Tranzum Group (www.tcs.com.pk) - A progressive master enterprise offering services including express, logistics, warehousing, distribution, printing and mail management solutions.

Duties:**Admin, HR & Operation**

- File Handling
- Staff Record Maintaining
- Vendors Coordination
- Hotel Coordination
- Procurement of Stationary
- Procurement of Activity material
- Looking after on ground operations during workshop / events
- Office maintenance
- Documents processing of International trainers (Visa on arrival / Recommendation)
- Payment to International Trainer after exchange in USD
- Ticket and booking for international trainers
- Looking after general issues of IT within the office
- Looked after Social Media Marketing (Facebook, Instagram, LinkedIn, Twitter)

ACADEMIC QUALIFICATIONS

Virtual University

BBA – Human Resource Management (In process)

Lahore

University name: Allama Iqbal Open University Islamabad

Bachelor

Islamabad - 2017.

College name: Govt. Degree College Buchal Kalan, Dist. Chakwal

Intermediate

Rawalpindi Division - 2010.

School name: Govt. High School Nurpur, Dist. Chakwal

Matriculation with Science.

Rawalpindi Division - 2008.

Certificates

Leading People & Teams - Specialization from Coursera

<https://coursera.org/verify/specialization/4S4UN5EL8VWY>

1 Year diploma in Computer Operator

6 Months diploma in AutoCAD civil

Certificate of MS Office workshop

Certificate of Corporate Etiquette & Personal Grooming Certificate of Virtual Presentation Skills

HOBBIES

Playing cricket, Table Tennis, Badminton, Helping Others, reading history related books, Internet browsing and research.

PERSONAL INFORMATION

Father Name : Tariq Mehmood
Date of Birth : December 01, 1992
Gender : Male
CNIC : 38403-6469377-3
Marital Status : Married
Nationality : Pakistani
Languages : Urdu
English
Punjabi

Skills

- MS Office Professional (Word, Excel, Power Point, outlook)
- MS Dynamics AX
- Event Management
- Time Management
- Team Work
- Team Management
- Multitasking
- Can work in pressure
- Problem Solving
- Social Media
- Can Work Remotely